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General Records Disposal Schedules of the Government of Canada

Fourth Edition

1986

This edition has been approved by the Dominion Archivist and is issued under his authority.

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All previous editions and amendments to the *General Records Disposal Schedules of the Government of Canada* are now obsolete.

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I. INTRODUCTION

A. Purpose and Objectives

The *General Records Disposal Schedules (GRDS)* are issued by the Dominion Archivist to provide direction to government institutions listed in Schedules A and B of the *Financial Administration Act* and to branches designated as departments for purposes of the Act on the retention and disposal of administrative (housekeeping) records. These schedules authorize institutions to dispose of administrative records on the expiry of the retention periods specified. Where justified, an institution may retain administrative records which do not contain personal information for up to one year beyond their retention period. Retention beyond this extension is elaborated upon in Section D of the Introduction.

Government institutions listed in the Schedule to the *Privacy Act* must comply with the provisions of the *Privacy Act*, the *Privacy Regulations*, and the *Treasury Board Interim Policy Guide* (TB-787442) as they relate to the retention and disposal of personal information. Part III, 2.4 of the *Guide* requires that personal information is to be retained and disposed of in accordance with schedules approved by the Dominion Archivist. The *General Records Disposal Schedules* therefore apply to these institutions in respect of administrative records containing personal information. Such information must be retained for the periods specified in the *GRDS* and must be disposed of on the expiry of these periods except that:

- a) where personal information has been used to make a decision directly affecting an individual within two years of the expiry of the retention period, the information shall be retained for at least two years after the last time the information was so used unless the individual consents to its earlier disposal; and
- b) where a request for access to personal information has been received, the information shall be retained until such time as the individual has had the opportunity to exercise all his or her rights under the Act.

These General Schedules have been prepared with several objectives in mind:

- 1) to establish standard records retention periods for administrative records common to most government institutions;
- 2) to eliminate the need for government institutions individually to submit schedules for the same categories of records;
- 3) to achieve efficiency and economy in space, equipment and staff through,
 - a) systematic transfer of administrative records to dormant storage in government institutions or to Federal Records Centres operated by the Public Archives, and
 - b) orderly destruction of administrative records no longer of value;
- 4) to differentiate clearly between administrative records and operational records;
- 5) to aid the development of sound file classification systems in government institutions through,
 - a) standardization of records descriptions, and
 - b) suggested arrangement of subjects in a manner which will contribute to good filing methods;
- 6) to ensure the preservation and transfer to the Public Archives of Canada of administrative records of historical or archival value; and
- 7) to meet the requirements of regulations and policy under the *Privacy Act* with regard to the retention and disposal of personal information.

B. Definitions

To clarify the purpose of these schedules it is necessary to define certain terms:

- 1) **Record**
Means any information contained in any physical medium which is capable of preserving

such information and includes any information contained in the original and any copy of correspondence, memoranda, forms, directives, reports, drawings, diagrams, cartographic and architectural items, pictorial and graphic works, photographs, films, microforms, sound recordings, video-tapes, video-disks and video-cassettes, punched, magnetic and other cards, paper and magnetic tapes, magnetic disks and drums, holographs, optic sense sheets, working papers, and any other documentary material or electro-magnetic medium, regardless of physical form and characteristics.

2) **Records Schedule**

Means a list of files which indicates:

- a) the period of time each file must be retained according to its value to the institution;
- b) how long, within its retention period, each file should be held as active records in records offices in government institutions and stored as dormant records at a Public Archives federal records centre or other facility, or at the Public Archives National Personnel Records Centre; and
- c) the ultimate disposal of each file, on expiry of its retention period, by destruction, transfer as archival records to the Public Archives, or removal from the control of the Government of Canada.

3) **Policy Records**

The term "policy" used in these schedules refers to those administrative records of an institution which often contain, in fact, only policy information originating from central agencies. Sometimes, however, central agency policies contain provisions within which the institutions can, in turn, develop policy in relation to such policies. Records held by an insti-

tution containing this kind of policy material are to be disposed of in accordance with the appropriate disposal instructions in the General Schedules.

4) **Active and Dormant Records**

a) *Active Record*

Active records are those to which reference is sufficiently frequent and urgent that they must be held in close proximity to the officials who refer to them. Such records are generally less than two years old.

b) *Dormant Record*

Dormant records are those to which reference is neither frequent nor urgent enough to warrant maintenance in relatively expensive records office space and equipment, and within which the most recent material on file is two or more years old. They include closed files (files containing records relating to an action or event that is over) and may also include closed volumes of active files.

5) **Administrative Records**

Are those records of a government institution reflecting its internal administration and are scheduled in *General Records Disposal Schedules of the Government of Canada*, issued with the approval of the Dominion Archivist.

6) **Operational Records**

Are those records of a government institution pertaining to its particular responsibilities and are scheduled in records disposal schedules developed by the institution and approved by the Dominion Archivist.

7) **Personal Information**

Means information about an identifiable individual, that is recorded in any form, as defined in Section 3 of the *Privacy Act*.

C. Limitations on Coverage

These schedules are designed to accommodate most government institutions in common records areas. They deal with administrative/housekeeping records and not with the operational records created by government institutions while carry-

ing out their basic programs. Institutions may have far more detailed records or may not have all the types of records listed in these schedules.

Central agencies, such as the Treasury Board Secretariat, the Public Service Commission, etc., having a prime responsibility for a government-wide program must submit a form ARC-170 – RECORDS RETENTION AND DISPOSAL AUTHORITY to secure approval for disposing of records reflecting that operation. They can, however, use these General Schedules for administrative records pertaining to their internal administrative activities.

Common service agencies, such as Supply and Services Canada, Public Works Canada, etc., whose primary role is the provision of service to client institutions, may have operational records bearing the same subject title as those listed in these General Schedules. Where they are the operational records of that institution, however, their destruction is not authorized by these schedules except as otherwise stated for financial records in Schedule 4 – Finance.

Government institutions subject to the *Privacy Act* but not to Chapter 460-TB/APM are authorized and required to retain and dispose of administrative records containing personal information under this authority. Those wishing to incorporate these General Schedules as part of their records retention and disposal schedules are responsible for adherence to any statutes and other regulatory instruments applicable to them and for amending the retention periods accordingly.

D. Retention Periods

The retention periods indicated in these schedules have evolved from many years of application and review and meet the requirements for which they were developed including statutory requirements such as those of the *Privacy Act*. Circumstances may arise, however, when to satisfy an internal need an institution may have to retain a record an additional length of time. Providing it does not exceed one (1) year and contains no personal information the extension is authorized.

In cases where government institutions decide on changes to the retention periods stated within these General Schedules for more than one year the Dominion Archivist shall be notified of the proposal through the submission of an ARC-170. A formal submission is required to ensure that proposed changes do not compromise the standardization of the General Schedules and may serve as an indicator that the retention period should be reviewed.

Throughout these General Schedules a recommendation is made concerning the length of time a record should remain in an active records office and the length of time it should be stored in a dormant area. This is indicated, for example, by recording "A-2, D-3" for a record having a five year retention period.

Note: Where there is a conflict between this authority and a directive or regulation relating to the retention and disposal of personal or non-personal administrative information issued by another government institution, and affecting those institutions listed either in Schedules A or B and branches designated as departments in the *Financial Administration Act* or the schedule to the *Privacy Act*, this authority remains in force until an amendment is issued.

E. Records Location and Transfer

Records having a life-cycle of two years or less should normally be retained in the active records areas; those having a life-cycle of more than two years should be transferred to a dormant storage area within the institution or to a records centre.

As directed in Chapter 460, 6.3, the Dominion Archivist administers federal records centres across Canada for the use of government institutions for storing dormant records. These facilities, when practical, should be utilized.

Government institutions may transfer records covered by these General Schedules:

- a) to another federal institution;
- b) within the same institution;

- c) to a federal records centre in accordance with the procedures of the Centres;
- d) to the control of the National Personnel Records Centre in accordance with Centre procedures; and
- e) to the control of the Historical Resources Branch of the Public Archives of Canada in accordance with Branch procedures;

without the further approval of the Dominion Archivist for such a transfer.

Institutions may not transfer records outside the control of the federal government either to provincial or other levels of government, individuals or private organizations without the approval of the Dominion Archivist (Chapter 460, 8.1).

F. Records Duplication

Duplication of records occurs primarily from two sources; first, those created internally for administrative or organizational requirements and, secondly, those created as a result of material received from other government institutions including central management authorities and common service agencies. After their administrative use has ceased these duplicate records should be destroyed.

To alleviate the confusion of whether or not a record is a duplicate or an original, government institutions should develop a statement of internal policy on the designation of the official record for retention and disposal purposes.

In order to avoid accumulating unnecessary copies of records, institutions, as recommended in the policy on records management (Chapter 460, 5.2.2 (d)) should:

- a) destroy extra copies of a record as soon as the original or a clearly legible and durable copy is accounted for in the file classification system;
- b) ensure that any copy of a record containing more or less information than the original is to be considered as an original; and
- c) ensure employees satisfy the above requirements before destroying any copy of a record.

Note: Inevitably there will be some duplication between records maintained in the central administrative area of an institution and the corresponding records used by other branches, divisions, etc., or in district, field or regional offices. Duplicate records kept by these other levels of administration should be destroyed when they have ceased to be of administrative use.

It is important, however, that these General Schedules are not applied to records which contain other than administrative material. Such records, should, after careful examination of their contents, be disposed of only in accordance with approved schedules for operational records.

G. Archival Records

Some administrative records have continuing historical value after the administrative value expires. These records must be transferred to the Historical Resources Branch of the Public Archives of Canada. The General Schedules indicate those of archival (historical) value by a statement that after expiry of the retention period the records are to be transferred to the Public Archives.

The importance of ensuring that records of permanent value are preserved is recognized in the records management policy which places a compulsory requirement on government institutions to schedule and transfer records of historical significance to the Public Archives (Chapter 460, 8.4). For further guidance on the disposal of archival records institutions should consult the appropriate division of the Historical Resources Branch of the Public Archives.

H. Application of Schedules

Government institutions may apply these General Schedules without further reference to or approval from the Dominion Archivist except for those limitations as noted elsewhere in the Introduction. The Schedules provide authoritative guidance whereby government institutions can develop and implement efficient records scheduling and disposal activities for administrative records.

I. Arrangement of Schedules

The attached schedules are divided into five large groups of records:

Schedule 1 —	Administration
Schedule 2 —	Buildings and Properties
Schedule 3 —	Equipment and Supplies
Schedule 4 —	Finance
Schedule 5 —	Personnel

Each of these schedules has a foreword which defines the schedules, what is and what is not included, as well as giving details of probable areas of duplication of records. Within each schedule the major subjects are arranged alphabetically and sub-divided, where applicable. Opposite each subject there is a description where necessary of the type of record involved. For some entries there is in addition a note about recommended ways of filing. In the "Retention Period and Remarks" column, many entries are designated for consultation with the Public Archives of Canada for selective retention. Records Managers are advised to ensure that departmental staff applying these schedules keep this in mind.

An alphabetical index of subjects and cross-references has been included in this publication. The index gives headings under which various types of records will be found as well as the schedule number. Further identification is unnecessary since each schedule is arranged alphabetically internally.

II. GENERAL SCHEDULES

Schedule 1 – ADMINISTRATION

Schedule 1 pertains to administrative activities provided within government institutions not specifically identified in the separate schedules for Buildings and Properties, Equipment and Supplies, Finance and Personnel.

The Administrative Schedule includes such broad records areas as: associations and societies; campaigns and canvassing; committees, boards, etc.; communications; library and information services; office and management services; security; transportation; visits and tours, etc. Other smaller records holdings are also included in this schedule.

Inevitably there will be some duplication between records maintained in the central administrative authority area of an institution and the corresponding records used by other branches, divisions, etc., or in district, field or regional offices of the organization. Duplicate records maintained at these other levels of administration should be destroyed when they have ceased to be of administrative importance (Introduction – Item F).

Schedule 1 – ADMINISTRATION

Subject Group	Subject	Description	Retention Period and Remarks
General		Miscellaneous and routine matters not covered in this schedule Policy Routine	5 years A-2, D-3 2 years
Access to Information and Privacy	General	Policies, procedures reports, registrations, etc. Policy Routine	5 years A-2, D-3 2 years
Accidents (Personnel – See Personnel Schedule 5)	Aircraft, explosives, railway, ships	Individual Requests Policy Routine	2 years after resolution 5 years A-2, D-3 2 years Before disposal consult the Public Archives of Canada
		Records relating to accidents whether or not claim or liability involved for damage to public property	2 years after settlement of claim or release Before disposal consult the Public Archives of Canada
	Equipment, vehicles, etc.	Policy Routine	5 years A-2, D-3 2 years
		Records relating to accidents whether or not claim or liability involved for damage to public property	2 years after settlement of claim or release
Acts and Legislation	General	Provincial, territorial or foreign	3 years
	Individual Federal Bills, Acts and statutory orders and regulations	Correspondence, working records, etc. leading to their preparation and amendment	Institutions primarily concerned 5 years after enactment A-2, D-3 Before disposal consult the Public Archives of Canada
	Orders-in-Council, Cabinet directives and Treasury Board Minutes		Other institutions 3 years 1 year after superseded, obsolete or action completed Originals, Privy Council and Treasury Board Transfer to Public Archives of Canada when no longer required
Agreements (Financial – See Finance Schedule 4)	General	Federal, provincial, territorial, foreign or municipal	1 year after superseded Before disposal consult the Public Archives of Canada
Appreciation, Condolences, Congratulations and Greetings		Special occasions, holidays congratulations to royalty, etc.	1 year
Associations, Clubs, Federations, Institutes, Leagues, Orders and Societies		Policy, proceedings, minutes, annual reports, financial statements, etc.	5 years A-2, D-3 Before disposal consult the Public Archives of Canada
		Routine correspondence including memberships, social functions, invitations, subscriptions, etc.	2 years

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 1 – ADMINISTRATION

Subject Group	Subject	Description	Retention Period and Remarks
Audits and Auditing (See Finance Schedule 4)			
Badges, Emblems, Flags (See also Federal Identity Program)	Use, flying, or wearing of badges, coats of arms, emblems, flags, crests, pennants, etc.	Policy Routine	5 years A-2, D-3 2 years Before disposal consult the Public Archives of Canada
	For purchase and supply see Equipment and Supplies Schedule 3.		
Boards and Courts of Inquiry	General	Fire, theft, loss, financial, legal, etc. Major	5 years A-2, D-3 Before disposal consult the Public Archives of Canada
		Minor	2 years
Books, Pamphlets and Publications		Compilation and editing, printing and binding, sale and distribution of Policy Routine	5 years A-2, D-3 2 years
		Individual publications	1 year after publication appears or is cancelled
Briefings	By or to individuals on specific interests	Does not include petitions or collective briefs	1 year
Cafeterias and Eating Facilities	General	Correspondence on hours of operation, equipment, space, sanitation, catering services, price lists, menus, vending machines, etc. Policy Routine	5 years A-2, D-3 2 years
Campaigns, Canvassing and Soliciting	General		2 years
	Blood donor clinics		1 year
	Canada Savings Bonds		1 year plus current campaign
	Charitable	United Way, etc.	1 year plus current campaign
Ceremonies and Celebrations		Laying of cornerstones, Remembrance Day ceremonies, inaugurations, etc.	2 years Before disposal consult the Public Archives of Canada
Circulars, Directives and Orders	General	Departmental administrative and operating orders, circular letters, directives, regulations, etc.	1 year after superseded or redundant
Committees, Boards, Panels, Conferences, Symposia and Meetings	General	Correspondence on agenda, notices, minutes of meetings, proceedings, etc. Routine Other	1 year For institutions primarily responsible for the committee, etc. 5 years A-2, D-3

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 1 – ADMINISTRATION

Subject Group	Subject	Description	Retention Period and Remarks
Committees, etc. (cont'd)			Before disposal consult the Public Archives of Canada For institutions associated with but not primarily responsible for the committee, etc., 2 years
Communications	General	Policy Routine	5 years A-2, D-3 2 years
	Codes, cyphers and passwords	Policy Routine	5 years A-2, D-3 2 years
		Individual codes, cyphers and passwords	2 years after superseded or obsolete
	Radio and radio systems	Policy Routine	5 years A-2, D-3 2 years
	Telephone, telegraph, teletype, intercommunications systems, etc.	Policy Routine	5 years A-2, D-3 2 years
		Duplicates of messages	6 months
	For installations see Buildings and Properties Schedule 2		
Complaints		Letters of	1 year
Co-operation and Liaison		Co-operation and liaison with foreign, provincial, territorial and municipal governments, other federal government institutions, colleges, etc	5 years A-2, D-3 Before disposal consult the Public Archives of Canada
Corporations, Companies and Firms		Routine correspondence, solicitations, brochures, pamphlets, inquiries, statements, etc.	1 year
	For most subjects see under subject concerned, e.g., Contracts		
Correspondence Management		Correspondence procedure, quality and production control, use of form and guide letters, signing authorities, channels of communication, etc.	
		Policy Routine	5 years A-2, D-3 2 years
Cultures and Customs	Doukhobors, Indians, Mennonites, Métis, etc.	Policy Routine	5 years A-2, D-3 2 years Before disposal consult the Public Archives of Canada
Drafting Services	See Office Services		
Duplication and Reproduction Services	See Office Services		

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 1 – ADMINISTRATION

Subject Group	Subject	Description	Retention Period and Remarks
Electronic Data Processing	General	Planning and operational processes for automated and electronic systems and services	
		Policy Routine	5 years A-2, D-3 2 years
	(Procurement – See Equipment and Supplies Schedule 3)		
Emergency Planning	General	Policy Routine	5 years A-2, D-3 2 years
	Civil defence	Memoranda, minutes, exercises, information kits, instructions, wardens, etc.	
		Policy Routine	5 years A-2, D-3 2 years
	Demonstrations and riots	Civil power aid	5 years A-2, D-3 Before disposal consult the Public Archives of Canada
	Disasters	Avalanches, fires, floods, train wrecks	5 years A-2, D-3 Before disposal consult the Public Archives of Canada
	Evacuation	Of personnel, dependents in the event of fires, floods, war, etc.	5 years A-2, D-3 Before disposal consult the Public Archives of Canada
	National survival	Policy Routine	5 years A-2, D-3 2 years
Federal Identity Program		Applied titles, publications, signage, stationery and forms	
		Policy Routine	5 years A-2, D-3 2 years
Forms Management		Analysis, design and control, identification, authorization, review, preparation and physical characteristics of forms, etc.	
		Policy Routine	5 years A-2, D-3 2 years
		Individual function files	When superseded or obsolete
	For procurement of forms see Equipment and Supplies Schedule 3		
Gifts and Donations		Other than financial, excludes campaigns and canvassing	2 years
Historical Matters		Records outlining the growth and activities of institutions and significant events	5 years A-2, D-3 Transfer to the Public Archives of Canada
Information Services	General (public relations and publicity)		3 years Before disposal consult the Public Archives of Canada

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 1 – ADMINISTRATION

Subject Group	Subject	Description	Retention Period and Remarks
Information Services (cont'd)	Advertising	Newspaper, radio, television, etc. Policy Routine	5 years A-2, D-3 2 years
	Articles and manuscripts		1 year after the article, etc. appears
	Biographies	For publicity and information purposes	2 years after employee leaves the institution Before disposal consult the Public Archives of Canada
	Books and publications	See Books and Publications	
	Exhibits, exhibitions and fairs	Where an institution has a major exhibit project, e.g., abroad and has prime responsibility for the exhibit Other	2 years after completion Before disposal consult the Public Archives of Canada 1 year
	Inquiries, queries and requests from the public	For photographs, publications, etc.	6 months or return original request to the sender attached to the publication
	Lectures and lecturers	Speeches and addresses, arrangements for speakers, invitations, etc.	1 year
	Motion pictures, films and slides	Correspondence, scripts, etc. Policy Routine Individual films, etc.	5 years A-2, D-3 2 years 2 years after production or cancellation of the film
	Newspapers, newsletters and magazines	Including subscriptions	1 year
	Photographs and photography	Other than requests for	2 years Before disposal consult the Public Archives of Canada
	Posters	Preparation and printing	1 year after printing Before disposal consult the Public Archives of Canada
	Press clippings		1 year
	Press releases		2 years Before disposal consult the Public Archives of Canada
	Radio and television broadcasts	Arrangements and preparation of scripts Routine	2 years Before disposal consult the Public Archives of Canada 1 year
International Affairs and Relations	General, commissions, missions, pacts and treaties		5 years A-2, D-3 Before disposal consult the Public Archives of Canada

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 1 – ADMINISTRATION

Subject Group	Subject	Description	Retention Period and Remarks
Inventions, Patents and Copyrights	General	Acquiring of patent rights, patent licences and assignments, permission to use copyright material	
		Policy Routine Patented Rejected	5 years A-2, D-3 2 years 3 years after expiry of patent 3 years
Investigations	General	Fire, loss, theft, financial, legal, etc.	
		Major Minor	5 years A-2, D-3 Before disposal consult the Public Archives of Canada 2 years
Legal Matters (not legal documents)	Routine correspondence Decisions, rulings and opinions		2 years 5 years after superseded or obsolete A-2, D-3 Before disposal consult the Public Archives of Canada
		Powers of Attorney, Commissions of Office such as Notaries-Public, etc.	1 year after expiry or obsolete
Library Services	Administration	Policy Routine	5 years A-2, D-3 1 year
	Books and publications Newspapers and periodicals Recordings Slides and filmstrips	Procurement and requests Subscriptions	2 years 1 year 2 years 2 years
Licences, Passes and Permits	Licences and permits	Policy Routine	5 years A-2, D-3 1 year
		Specific licences and permits issued to or by institutions Parking applications and permits issued to or by institutions	1 year after expiry or obsolete 2 years after permit expires
	Passes	Admission privileges	6 months after expiry or obsolete
Mail and Postal Services	General	Bulk payment system, liaison with Canada Post Corporation, etc.	
		Policy Routine	5 years A-2, D-3 2 years
	Mailing addresses and lists		6 months or when superseded or converted to machine operations
	Registers and registration	Registers of freight, express, mail, telegrams, receipts, institutional and Canada Post Corporation mail registration forms, etc.	1 year

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 1 – ADMINISTRATION

Subject Group	Subject	Description	Retention Period and Remarks
Management Services	Correspondence on time studies, procedural analysis, process and flow charts, office surveys, management information systems, performance measurement systems, program evaluations, etc.	Policy Routine	5 years A-2, D-3 2 years
	Reports of a major nature		5 years A-2, D-3 Before disposal consult the Public Archives of Canada
Office Services	General and internal office procedures and services, including information processing	Policy Routine	5 years A-2, D-3 1 year
	Drafting services	Policy Routine	5 years A-2, D-3 2 years
		Individual drafting items	1 year after drafting is completed
	Duplication and reproduction services	Policy Routine	5 years A-2, D-3 2 years
		Requisitions	6 months
	Secretarial and stenographic services		1 year
Organization	Word processing, typing and transcribing services		1 year
		Policies, procedures, functions, responsibilities, boundaries, etc.	5 years A-2, D-3 Before disposal consult the Public Archives of Canada
Parliament		Routine	2 years
	Inquiries	Tabled material, returns to addresses, orders for returns, etc.	5 years A-2, D-3 Before disposal consult the Public Archives of Canada
	Royal Commissions	Commission documents	Transfer to the Public Archives of Canada after completion of the work of the commission
		Institutional records	5 years after the completion of the work of the commission A-2, D-3 Before disposal consult the Public Archives of Canada
	Other commissions	Ministerial level, institutions, etc.	5 years A-2, D-3 Before disposal consult the Public Archives of Canada
Plans and Programs		Policy Routine	5 years A-2, D-3 2 years

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 1 – ADMINISTRATION

Subject Group	Subject	Description	Retention Period and Remarks
Politics	Elections	Federal, provincial and other governmental organizations, including ballot papers, election accounts, policy re. elections, etc.	Retain records of previous election only
Records Management	General	Policy Routine	5 years A-2, D-3 2 years
	Automation	Policy Routine	5 years A-2, D-3 2 years
	Disposal and scheduling	Policy Routine	5 years A-2, D-3 2 years
	Disposal and scheduling authorities	Treasury Board Minutes, Public Archives of Canada authorities, attached records schedules and lists of individual files destroyed in the case of submissions with no continuing authority Authorities Lists and indices of files destroyed	Until superseded or amended 10 years after files destroyed, transfer to Historical Resources Branch, Public Archives of Canada
	Indices and registers		Before disposal, consult the Public Archives of Canada
	Micrographics	Policy Routine	5 years A-2, D-3 2 years
	Regulations	Acts and legislation see Acts and Legislation Administrative see Circulars, Directives and Orders	
Reports and Statistics	General	Policy Routine	5 years A-2, D-3 2 years
	See under the specific subject(s) of the report, as well as below		
	Annual (departmental) report	Drafts, supporting documentation and correspondence	1 year after publication of report Before disposal consult the Public Archives of Canada
	Other reports	Weekly, monthly, etc., of a routine nature Post reports from abroad	3 years or when superseded by a cumulated report For institutions primarily concerned 3 years Before disposal consult the Public Archives of Canada Other institutions 1 year or when superseded or obsolete

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 1 – ADMINISTRATION

Subject Group	Subject	Description	Retention Period and Remarks
Secretarial and Stenographic Services	See Office Services		
Security	General	Policy Routine	5 years A-2, D-3 2 years
	Breaches		6 months
	Clearances and reliability checks	Personnel Policy Routine	5 years A-2, D-3 2 years
		Individual files	2 years after employee leaves the institution for which the clearance was done
		Visits and visitors	1 year
	Communications	Policy Routine	5 years A-2, D-3 2 years
	Identification methods	Fingerprinting, "I" cards and passes Policy Routine	5 years A-2, D-3 2 years
		Individual cases	2 years after expiry
	Industrial	Policy Routine	5 years A-2, D-3 2 years
	Information	Exchange and release Policy Routine	5 years A-2, D-3 2 years
	Physical	Buildings, contingency planning, equipment, grounds, guards, etc. Policy Routine	5 years A-2, D-3 2 years, or 1 year after requirement ceases
	Regulations and orders		When superseded or revoked
	Reports and returns	Inspections, surveys, etc.	5 years A-2, D-3
	Subversive activities	Sabotage, espionage, etc.	5 years A-2, D-3 Before disposal consult the Public Archives of Canada
Translation Services		Correspondence relating to and requisitions for	1 year
Transportation/Travel	General	Air, rail, road and water Policy	5 years A-2, D-3
		Routine (arrangements for tickets, passage, fares and tariffs, etc.)	1 year
	Baggage	Lost, damaged or unclaimed	1 year
	Effects – property and goods	Air, rail, road and water Policy Routine	5 years A-2, D-3 1 year
	Freight and express	Air, rail, road and water Routine	1 year
		Rates, tariffs, schedules, etc.	When superseded or revoked

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 1 – ADMINISTRATION

Subject Group	Subject	Description	Retention Period and Remarks
Transportation/Travel (cont'd)	Hotel reservations	Confirmations, reservations telegrams, etc.	6 months
	Motor vehicles	Government owned, privately owned and taxi services	
		Policy Routine	5 years A-2, D-3 1 year
	Personnel	Air, rail, road and water	
Visits, Tours and Itineraries	General	Policy Routine	5 years A-2, D-3 1 year
		Policy Routine	5 years A-2, D-3 1 year
	Routine itineraries		6 months
	Royalty, Heads of State, and other dignitaries		1 year after the visit Before disposal consult the Public Archives of Canada
Word Processing, Typing and Transcribing Services (See Office Services)			

Schedule 2 – BUILDINGS AND PROPERTIES

Schedule 2 covers records related to the acquisition, use and disposal of land and premises by government institutions while meeting their accommodation requirements. Accommodations are acquired through the purchase or rental of existing lands and buildings or through the construction of new facilities.

Accommodations are also allocated, renovated, maintained, serviced and when no longer required, are disposed of by sale, by transfer or by terminating leases. Records relating to the installation of major utility services such as plants for heating and lighting, telecommunications, water and sewage, etc., are also contained in this schedule.

The Department of Public Works has government-wide responsibilities in this area. Their records, as primary records, are scheduled separately. Other government institutions with similar statutory authorities are required to submit records retention and disposal schedules for approval.

Schedule 2 – BUILDINGS AND PROPERTIES

Subject Group	Subject	Description	Retention Period and Remarks
General		Miscellaneous and routine matters not covered in this schedule Policy Routine	5 years A-2, D-3 2 years
Accommodation	General	Current and future planning and requirements, plans for expansion, allocation of space, offers of space, etc.	
	Reports and statistics	Monthly, weekly, status, etc.	3 years
Accounting and Inventories	Real property, inventories, property record cards, etc.	Policy Routine	5 years A-2, D-3 2 years
Buildings	General	Policy Routine	5 years A-2, D-3 2 years
	Acquisition through lease, purchase, rental or transfer	General correspondence on policy regulations, offers of buildings for lease, purchase or rentals, investigations of buildings, reports, etc., excluding legal documents Policy Routine	5 years A-2, D-3 2 years
	Addresses and locations		When superseded or obsolete
	Alterations and repairs	Minor – under \$1,000 Major – over \$1,000	1 year after completion or cancellation 3 years after completion or cancellation
	Construction – General	Requirements, preliminary discussions and investigations	5 years after completion of structure A-2, D-3 Before disposal consult the Public Archives of Canada
	– Arrangements and consultant services	Tenders; discussions with architects, contractors and suppliers about costs, building materials, subcontractors, completion dates, progress reports, etc., inspection and takeover	3 years after takeover Before disposal consult the Public Archives of Canada
	– Cancelled projects		2 years after cancellation
	Damages	General correspondence and reports of the investigation into the damage (where claims are involved see Finance Schedule 4, Claims) Minor – under \$1,000 Major – over \$1,000	1 year of investigation completed 3 years after investigation completed
	Disposal	Sale, transfer, expiry of lease, etc., excluding legal documents Routine	3 years after sale transfer or expiry of lease

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 2 – BUILDINGS AND PROPERTIES

Subject Group	Subject	Description	Retention Period and Remarks
Buildings (cont'd)	Elevator services	Routine	1 year
	Energy conservation	Policy Routine	5 years A-2, D-3 2 years
	Fires, fire prevention and protection	Regulations, fire drills, precautions, automatic sprinkler and alarm systems, etc.	
		Policy Routine	5 years A-2, D-3 2 years
		Reports – major fires	5 years A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention
		Reports – minor fires	2 years after report is made to the Dominion Fire Commissioner
	Legal documents	Purchase, transfer, sale, etc.	Original documents are transferred to new owner Institutional copies are retained until of no further value Before disposal consult the Public Archives of Canada
	Maintenance	Lease, rental, concessions Cleaning and janitorial services, redecorating, etc.	3 years after termination 1 year
	Plans and specifications	Actual construction plans and specifications	
		Government owned	Submit for retention and disposal authority when obsolete
		Leased	Submit for retention and disposal authority when obsolete
Lands	Protection	Routine correspondence – for minor structure worth less than \$5,000	1 year
		Routine correspondence – for others worth more than \$5,000	3 years
	See also Administration-Emergency Planning Schedule 1	From fall-out, nuclear blast, warning devices (sirens), preventive measures and control of minor floods	3 years
	Signage	Policy Routine	5 years A-2, D-3 2 years
	General	Policy Routine	5 years A-2, D-3 2 years
	Acquisition through lease, rental, purchase, or transfer	Offers, investigation of sites, surveys, etc., excluding legal documents Policy Routine	5 years A-2, D-3 2 years

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 2 – BUILDINGS AND PROPERTIES

Subject Group	Subject	Description	Retention Period and Remarks
Lands (cont'd)	Development	Grading of land, farming of land, reforestation, etc.	
		Policy	5 years A-2, D-3
		Routine	2 years
	Disposal	Sales, transfer, expiry of lease, etc., excluding legal documents	
		Routine correspondence	3 years after sale, transfer or expiry of lease
	Ditching and drainage		2 years
	Excavation		2 years
	Fencing		2 years
	Flood control	Preventive measures and control of minor floods	3 years
	For floods of a major nature see Administration – Emergency Planning Schedule 1		
	Historical sites and monuments		5 years A-2, D-3 Transfer to the Public Archives of Canada
	Landscaping and gardening		2 years
	Legal documents	Purchase, sale and transfer	Original documents are transferred to new owner Institutional copies are retained until of no further value Before disposal consult the Public Archives of Canada
		Lease, rental, rights of way, easements and concessions	3 years after termination
	Lettings and concessions	Rights of way, easements, leases, concessions, etc., for Crown-owned lands by private corporations or persons; or privately-owned lands by the Crown, excluding legal documents	
		Routine correspondence	3 years after expiry of the right involved Before disposal consult the Public Archives of Canada
	Parking areas		2 years
	Recreation areas		2 years
	Roads, streets, sidewalks and highways	Including snow removal	2 years
	Trespassing	Policy	5 years A-2, D-3
		Routine	2 years

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 2 – BUILDINGS AND PROPERTIES

Subject Group	Subject	Description	Retention Period and Remarks
Utilities	General	Policy	5 years A-2, D-3
		Routine	2 years
	Air conditioning and ventilation; refrigeration systems	Policy	5 years A-2, D-3
		Routine	2 years
		Actual construction plans and specifications:	
		Government owned	Submit for retention and disposal authority when obsolete
	Leased		2 years after obsolete or expiry/cancellation of lease
	Garbage disposal		2 years
	Gas	Policy	5 years A-2, D-3
		Routine	2 years
		Actual construction plans and specifications:	
		Government owned	Submit for retention and disposal authority when obsolete
		Leased	2 years after obsolete or expiry/cancellation of lease
	Hydro power	Installation	2 years after installation
		Policy	5 years A-2, D-3
		Routine	2 years
		Actual construction plans and specifications:	
	Government owned		Submit for retention and disposal authority when obsolete
	Leased		2 years after obsolete or expiry/cancellation of lease
	Installation		2 years after installation
		Policy	5 years A-2, D-3
		Routine	2 years
		Actual construction plans and specifications:	
	Lighting	Government owned	Submit for retention and disposal authority when obsolete
	Leased		2 years after obsolete or expiry/cancellation of lease
	Installation		2 years after installation

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 2 – BUILDINGS AND PROPERTIES

Subject Group	Subject	Description	Retention Period and Remarks
Utilities (cont'd)	Plumbing and heating	Policy Routine	5 years A-2, D-3 2 years
		Actual construction plans and specifications:	
		Government owned	Submit for retention and disposal authority when obsolete
		Leased	2 years after obsolete or expiry/cancellation of lease
		Installation	2 years after installation
	Telecommunications systems	Policy Routine	5 years A-2, D-3 2 years
		Actual construction plans and specifications:	
		Government owned	Submit for retention and disposal authority when obsolete
		Leased	2 years after obsolete or expiry/cancellation of lease
		Installation	2 years after installation
	Water and sewage	Policy Routine	5 years A-2, D-3 2 years
		Actual construction plans and specifications:	
		Government owned	Submit for retention and disposal authority when obsolete
		Leased	2 years after obsolete or expiry/cancellation of lease
		Installation	2 years after installation

Schedule 3 – EQUIPMENT AND SUPPLIES

Schedule 3 documents the functions of requisitioning, procuring, issuing, maintaining and repairing equipment and supplies, keeping inventories, and arranging disposal or "write-off" of any obsolete or surplus materials.

This schedule deals with the official records used by the procurement group of the Materiel Management function of each institution, not with the many duplicate records retained by other branches, divisions or sections for their own current reference convenience. Where such duplicates exist, they may be destroyed without any specific authority as soon as the requirement for them ceases (Introduction – Item F). However, certain records such as the contract or the claim must be retained for a longer period. This occurs mainly for payment and fulfilment purposes or from non-fulfilment of the contract, or from an accident to which representatives of the Crown were parties. These types of records belong in the Finance Schedule.

The retention period for most of the items in this schedule is short. Once an institution has secured the goods or services desired, it has little further administrative interest in the record and seldom refers to it. Thereafter, the record itself becomes basically a financial or legal tool, of interest as part of the payment process to the financial function in the institution. After the financial and accounting aspects have been completed the record should be destroyed.

The Department of Supply and Services, as a common service agency, is responsible for acquiring and providing goods and related services for government institutions. Therefore some duplication is inevitable between the records maintained by government institutions and those of the Department of Supply and Services.

Schedule 3 – EQUIPMENT AND SUPPLIES

Subject Group	Subject	Description	Retention Period and Remarks
General		Miscellaneous and routine matters not covered in this schedule	
		Policy Routine	5 years A-2, D-3 2 years
Accounting and Inventories		For stocktaking, issue, transfer and disposal of equipment	1 year after superseded or obsolete
Aircraft	Individual aircraft		5 years after disposal of aircraft A-2, D-3 Before disposal consult the Public Archives of Canada
	Inspection		1 year after last inspection
	Procurement	Policy Routine	5 years A-2, D-3 2 years
Arms and Armament		Weapons of all types	
		Policy Routine	5 years A-2, D-3 2 years
Audio-Visual Equipment	Procurement, purchase and issue	Policy Routine	5 years A-2, D-3 2 years
Automation (See Electronic Data Processing)			
Aviation Supplies		Policy Routine	5 years A-2, D-3 2 years
Badges, Emblems, Crests, Flags, etc. (See also Administration Schedule 1)	Procurement, purchase and issue	Policy Routine	5 years A-2, D-3 2 years
Building Materials	Procurement, purchase and issue of lumber, hardware, etc.	Policy Routine	5 years A-2, D-3 2 years
Catalogues, Manuals and Price Lists			When superseded or obsolete
Clothing	Procurement, purchase and issue of clothing, uniforms, smocks, etc.; cleaning and laundering	Policy Routine	5 years A-2, D-3 2 years
		Supply and records of issue	3 years
		Dress regulations, change of uniforms, etc.	5 years A-2, D-3 Before disposal consult the Public Archives of Canada
Condemnation and Destruction (See Disposal and Surplus)			
Disposal and Surplus	General		1 year after surplus declaration to Disposal Operations, Supply and Services Canada
	Condemnation and destruction		1 year after disposal
	Write-offs		1 year after disposal

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 3 – EQUIPMENT AND SUPPLIES

Subject Group	Subject	Description	Retention Period and Remarks
Drawings and Specifications		Policy Routine Individual drawings and specifications	5 years A-2, D-3 2 years When superseded or obsolete
Educational	Procurement, purchase and issue of educational and training equipment and supplies	Policy Routine	5 years A-2, D-3 2 years
Electronic Data Processing	Procurement, purchase and issue of computers, magnetic disks, drums, etc.	Policy Routine	5 years A-2, D-3 2 years
Foods	Procurement, purchase and issue of food items	Policy Routine	5 years A-2, D-3 2 years
Forms	Procurement and issue of forms		1 year
Fuels	Procurement, performance, supply, etc., of heating and motor fuels, natural gas, oils and lubricants, etc.	Policy Routine	5 years A-2, D-3 2 years
Furniture and Furnishings	Procurement, purchase and issue of household and office furniture and furnishings; beds and bedding, chairs, chesterfields, records storage equipment, drapes and venetian blinds, wall furnishings, etc.	Policy Routine	5 years A-2, D-3 2 years
Issue	General and scales of issue	Policy Routine	5 years A-2, D-3 2 years
Labelling	Cataloguing and identification		When superseded or obsolete
Loans	Of equipment and supplies		1 year after return or disposal of equipment
Local Purchase Order (See Procurement)			
Maintenance and Repairs			2 years, or 1 year after disposal of equipment
Manufacture and Production		Policy Routine	5 years A-2, D-3 2 years
Material Management	General	Policy Routine	5 years A-2, D-3 2 years
Medical Supplies and Drugs	Procurement, purchase and issues	Policy Routine	5 years A-2, D-3 2 years
Micrographics Equipment	Procurement, purchase and issue of film, readers, cameras, processors, etc.	Policy Routine	5 years A-2, D-3 2 years

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 3 – EQUIPMENT AND SUPPLIES

Subject Group	Subject	Description	Retention Period and Remarks
Office Equipment	Procurement and purchase of typewriters, calculating machines, tape recorders, word processors, etc.	Minor-under \$1,000 per item Major – over \$1,000 per item	2 years 5 years A-2, D-3
Photocopying and Duplicating Equipment	Procurement, purchase or rental of photocopiers and duplicators	Policy Routine	5 years A-2, D-3 2 years
Prices (See Catalogues, Materials and Price Lists)			
Procurement	General	Policy Routine	5 years A-2, D-3 2 years
	Contracts, contract demands, purchase orders, tenders, progress reports, etc.		3 years after all action is completed
	Local purchase orders	Authorities, invoices, Notes of Credit, etc.	1 fiscal year
	Requisitions		1 year after requisition filled
Requisitions (See Procurement)			
Sales			1 year after sale
Ships	Large	Powered launches, inspection, research, patrol and specialized vessels, barges, tugs, etc.	5 years after disposal of vessel A-2, D-3 Before disposal consult the Public Archives of Canada
	Small	Canoes and small boats	1 year after disposal of vessel
	Ocean-going, ice-breakers, etc.	Includes drydocks	5 years after disposal of vessel A-2, D-3 Before disposal consult the Public Archives of Canada
Standing Offer Agreements	Commodities or services available to government institutions including the names of contractors, their addresses, and dates on which the offer expires	Policy	5 years A-2, D-3
		Individual agreements	When offer expires 1 year
Stationery	Procurement, purchase and issues of stationery items, such as paper, hand punches, address cards and other small office items		
Surplus (See Disposal and Surplus)			

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 3 – EQUIPMENT AND SUPPLIES

Subject Group	Subject	Description	Retention Period and Remarks
Technical Equipment (Other than those types already listed)	General	Airport equipment, firefighting apparatus, heating plants, hospital and medical equipment, life-saving equipment, navigational aids, scientific equipment, telecommunications equipment, ships' instruments, etc.	
		Minor-under \$1,000 per item Major – over \$1,000 per item	2 years 5 years A-2, D-3 Before disposal of items over \$5,000 consult the Public Archives of Canada
Vehicles	General	Routine correspondence, maintenance and repairs, operating instructions, procurement, etc.	3 years
	Individual	Log books, disposal of vehicle, etc.	1 year after disposal of vehicle
	Accidents see Administration Schedule 1		
	Registration and licences		When superseded or obsolete
Write-offs (See Disposal and Surplus)			

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada

Schedule 4 – FINANCE

Schedule 4 deals with the official financial records used by the Financial Branch of each institution, not with any duplicate financial documentation retained by other branches, divisions, etc., of the same institution for their own current reference convenience. Where such duplicate financial records exist, they should be considered to be and treated as duplicate copies of the original official records as discussed in the Introduction. Therefore, they may be destroyed without the requirement for a specific authority as soon as the need for their retention ceases.

The records covered by this schedule reflect the receipt, control and expenditure of public funds, and the institutions' activities exercised over these functions. The schedule includes such records as: accounts payable, accounts receivable, allotments, appropriations and disbursements, audits and auditing, claims, contracts, debts to and of the Crown, estimates, expense accounts, funds, grants, imprest accounts, banking operations, petty cash, financial ledgers and registers, cheque and cheque lists, and all types of pay matters as financial documentation.

The schedule includes salary and wage matters required by and from a personnel management viewpoint. It does not include the procurement of equipment and supplies operations, which will be found in the Equipment and Supplies Schedule. However, it does cover the financial records of payments arising from the purchase of such equipment and supplies.

This schedule shall be regarded by the Department of Supply and Services as both a housekeeping schedule and an operational schedule for financial records.

Note: Where appropriate, the retention periods are in numbers of completed fiscal years over and above the current fiscal year. For the instances shown in months, the retention periods are for the number of months from the date of the creation of the records.

Schedule 4 – FINANCE

Subject Group	Subject	Description	Retention Period and Remarks
General	Miscellaneous	Subjects not shown elsewhere in the schedule	
		Policy Routine	6 years A-2, D-4 2 years
Accounts and Accounting	General	Appropriations, disbursements, etc.	
		Procedures and Policy Routine	6 years A-2, D-4 2 years
	Ledgers and registers see Ledgers and Registers		
	Statements see Statements		
	Suspense including ledgers	After transfer to the appropriate account	1 fiscal year
Accounts Payable (Expenditures)	General	Policy Routine	6 years A-2, D-4 2 years
	Invoices, vouchers		
	– Commercial firms, hospitals, suppliers, etc.		6 fiscal years A-2, D-4
	Ledgers and registers	Expenditures: Imprest account	6 fiscal years A-2, D-4
	Services rendered to the institution	Advisory, professional, technical, etc., e.g., consultants, doctors, lawyers, nurses, etc.	6 fiscal years A-2, D-4
	Services to other institutions		6 fiscal years A-2, D-4
	Statements see Statements – Accounts Payable and Receivable		
	Utilities	Light, power, telephone, telegraph, etc	6 fiscal years A-2, D-4
	Vouchers (all)	Abstracts, bills of lading, cheque requisitions, contracts, credits to advances, facings, imprest accounts, progress payments, purchase orders and requisitions including local, refunds, removal and travel claims, travel warrants, etc.	6 fiscal years A-2, D-4
Accounts Receivable (Revenues)	General	Policy Routine	6 years A-2, D-4 2 years
	Credit notes and refunds	For return of goods and containers, etc.	6 fiscal years A-2, D-4
	Ledgers and registers	Including refund: Refund and drawbacks ledgers	6 fiscal years A-2, D-4
	Statements see Statements – Accounts Payable and Receivable		

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 4 – FINANCE

Subject Group	Subject	Description	Retention Period and Remarks
Accounts Receivable (cont'd)	Vouchers (all)	Bills, credits, official receipts, receipt forms, sales slips, etc., from all sources, including accounts recoverable from concessions, claims, fees, rentals, etc.	6 fiscal years A-2, D-4
Agreements and Arrangements	General	Policy Routine	6 years A-2, D-4 2 years
	Federal-provincial	Including ledgers	6 fiscal years A-2, D-4 Before disposal consult the Public Archives of Canada
	Individual		6 years and/or 1 year after expiry or obsolete
Allotments	General	Policy Routine	6 years A-2, D-4 2 years
	Ledgers and registers		6 fiscal years A-2, D-4
Allowances	Vouchers	Transfers between primaries	6 fiscal years A-2, D-4
	General	Educational, foreign service, marriage, northern and isolated post, risk, subsistence, terminal, etc.	
		Policy Routine	6 years A-2, D-4 2 years
	Entertainment		1 fiscal year
	Ledgers and registers	Family allowance and war veterans allowance	6 fiscal years A-2, D-4
Audits and Auditing	General	Policy Routine	6 years A-2, D-4 2 years
	Internal audits	Permanent file Other audit files	5 years A-2, D-4 3 years
	External audits	Contracts, contributions, cost and special	6 years A-2, D-4
Banks and Banking	General	Policy Routine	6 years A-2, D-4 2 years
	Exchange rate sheets	Bank of Canada	1 fiscal year
	Statements (and reconciliations)	Imprest Accounts	6 fiscal years A-2, D-4
	Vouchers	Cheque Redemption Control Division Receipts, copies of transfers of funds, etc.	1 fiscal year 1 fiscal year
Bonding	Of employees		2 years
Budgets	General	Policy Routine	6 years A-2, D-4 2 years
	Individual	Institutional Branch or Division	6 fiscal years A-2, D-4 2 fiscal years
Cash Accounting	General	Policy Routine	6 years A-2, D-4 2 years
	Ledgers and registers	Cash Blotters, Cash Books, Cash Summaries, Receipts, Registers and Wharfage Books Cash control records	6 fiscal years A-2, D-4 1 fiscal year

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 4 – FINANCE

Subject Group	Subject	Description	Retention Period and Remarks
Cheques	General	Routine	2 years
	Actual cheques paid (i.e., cashed)	Including like instruments	6 years A-2, D-4
	Abstracts	Attached to supporting vouchers	6 fiscal years A-2, D-4
		Other copies	1 fiscal year
	Bank statements and reconciliation	Imprest banking accounts	6 fiscal years A-2, D-4
	Election warrants		6 fiscal years A-2, D-4
	Lists and transcripts (all)	General lists	6 fiscal years A-2, D-4
		Cancelled cheques	1 fiscal year
		Deposited to bank accounts	1 fiscal year
		Returned cheques	1 fiscal year
		– subsequently cancelled	6 fiscal years A-2, D-4
		– subsequently paid	6 fiscal years A-2, D-4
		Statutory declarations	2 fiscal years
	Lost		
	Pay see Pay – Lists		
	Receipts for		1 fiscal year
	Registers		6 fiscal years A-2, D-4
	Requisitions see Accounts Payable – Vouchers		
	Returned	Undeliverable	Cancel after 6 months: then destroy after 6 years
	Transcripts		6 fiscal years A-2, D-4
	Vouchers	Returned	1 fiscal year
Claims	General	By and against the Crown	
		Policy	6 years A-2, D-4
		Routine	2 years
	Individual claim files whether settled or deemed to be uncollectible	Case files resulting in recovery of debts to and against the Crown finalized or authorized to be deleted or transferred to an inactive account receivable	6 years after all action complete A-2, D-4
Coding	General	Policy	6 years A-2, D-4
		Routine	2 years
Contracts	General	Agreements, acceptances of tender, etc	
		Policy	6 years A-2, D-4
		Routine	2 years
	Individual contract files	Case files re. purchases, rentals, services, etc.	6 years after completion and non-renewal A-2, D-4
	Ledgers and registers		6 fiscal years A-2, D-4
Credit (See Accounts Receivable)			
Duties and Tariffs	General	Policy	6 years A-2, D-4
		Routine	2 years
	Customs, excise, exports, imports and forms		2 years

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 4 – FINANCE

Subject Group	Subject	Description	Retention Period and Remarks
Encumbrances	General	Policy Routine	6 years A-2, D-4 2 years
	Adjustments		1 fiscal year
	Individual F.E.s		1 fiscal year
	Ledgers and registers		1 fiscal year
	Transfers	Sub-allotment	1 fiscal year
Estimates	General	Policy Routine	6 years A-2, D-4 2 years
	Individual	Institutional Branch or Division	6 fiscal years A-2, D-4 2 fiscal years
Fees	General	Consultant, professional, etc. services Policy Routine	 6 years A-2, D-4 2 years
	Individual see Accounts Payable		
	Policies, systems and procedures	Policy Routine	6 years A-2, D-4 2 years
Financial Administration	General correspondence	Policy Routine	6 years A-2, D-4 2 years
	Ledgers and registers see Ledgers and Registers		
	Non-Public	Policy Flower, gift, etc. Routine	6 years A-2, D-4 2 years
Funds	Schools	Policy Routine	6 years A-2, D-4 2 years
	General	Policy Routine	6 years A-2, D-4 2 years
	Individual grants	Case files Routine Operational	6 fiscal years after final payment A-2, D-4 Submit for disposal authority
Grants and Contributions	Ledgers and registers see Accounts Payable – Ledgers		
	Vouchers see Accounts Payable – Vouchers		
Imprest Accounts	General	Policy Routine	6 years A-2, D-4 2 years
	General ledgers		6 fiscal years A-2, D-4
	<i>Specific by name</i>	<i>Not shown elsewhere</i>	
Insurance	Accounts payable see Accounts Payable		
	Accounts receivable see Accounts Receivable		
Ledgers and Registers (See also under Ledgers and Registers by the subject group)			

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 4 – FINANCE

Subject Group	Subject	Description	Retention Period and Remarks
Ledgers and Registers (cont'd)	Allotment see Allotments		
	Allowance see Allowances		
	Cash see Cash Accounting	Canadian Pension Commission	6 fiscal years A-2, D-4
	Contract see Contracts	Central control of the Government of Canada	10 years A-2, D-8 and transfer to Public Archives
	Encumbrance see Encumbrances	Eskimo loan	6 fiscal years A-2, D-4
	Expenditure see Accounts Payable Ledgers	Establishment	6 fiscal years A-2, D-4
	Family allowance see Allowances		
	Federal-Provincial see Agreements	Fishermen's Indemnity Fund	Submit for retention and disposal authority
		Harbour dues	6 fiscal years A-2, D-4
		Holdback	6 fiscal years A-2, D-4
	Imprest account see Accounts Payable		
		Indian land sales and timber sales	Submit for retention and disposal authority
		Indian savings and trust funds	Submit for retention and disposal authority
		Invoice	1 fiscal year
	Journal vouchers see Vouchers		
		Legal payments made record	1 fiscal year
		Loans and advances to employees	3 fiscal years
		Loans and investments	6 fiscal years A-2, D-4
		Old age security	6 fiscal years A-2, D-4
		Open accounts	6 fiscal years A-2, D-4
	Postage see Postage Accounts		
		RCAF treasury accounts cards	6 fiscal years A-2, D-4
	Refund: Refund and drawbacks see Accounts Receivable		
		Security deposit	6 fiscal years A-2, D-4
		Soldier settlement (W.W.I.)	6 fiscal years A-2, D-4

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 4 – FINANCE

Subject Group	Subject	Description	Retention Period and Remarks
Ledgers and Registers (cont'd)	Suspense see Accounts and Accounting – Suspense		
	Travel advance see Travel		
		Treasury Bills	Submit for retention disposal authority
		Trust	6 fiscal years A-2, D-4
Multi-Year Operational Plans	War veterans' allowance see Allowances	Veterans' benefit	6 fiscal years A-2, D-4
	General	Detailed plan for monitoring and controlling allocation of resources within planning frame-work	
		Policy Routine	6 years A-2, D-4 2 years
	Individual	Institutional	6 fiscal years A-2, D-4
Pay (See also Personnel Schedule 5)	Accounts	Branch or Division	2 fiscal years
		Retirement fund (individual)	2 years after death provided all estate matters settled
		Superannuation opening balances January 1, 1954	Submit for retention and disposal authority
	Allowances and deductions	RCMP authorization forms	6 fiscal years A-2, D-4
	Assigned pay	Documentation	6 fiscal years A-2, D-4
	Canada Savings Bonds	Pledges	2 fiscal years
	Cards	<i>Earnings records</i>	Destroy at age 70 or 2 years after death provided 2 years have elapsed since the last administrative action on the file
		Complete pay record of employee service for classified, casual, locally engaged, part-time, prevailing rate, seasonal, sessional employees	
		<i>Annuitants ledger</i>	2 years after cessation of payment to the annuitant or heirs provided no action pending or anticipated
	Death benefit see Accounts Payable – Vouchers		
	Files	<i>Annuitants</i>	3 fiscal years
		Service records, benefit authorizations, life certificates and deduction notices (terminated files)	
	Income tax	T.4s and TP.4s	6 fiscal years A-2, D-4

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 4 – FINANCE

Subject Group	Subject	Description	Retention Period and Remarks
Pay (cont'd)	Lists	Deduction remittance	2 fiscal years
		<i>Paylists –</i>	
		Annuitant deduction	2 fiscal years
		Cheque lists detailing salary cheques for:	6 fiscal years A-2, D-4
		a) Classified employees (including living allowances)	
		b) Casual, prevailing rates, etc. employees (where full earnings records cards are maintained)	
		c) Where earnings records cards either do NOT exist or do NOT contain all the information required	54 years from the date of the pay period
		Deduction	2 fiscal years
		Superannuation and pension payment cheque lists	6 fiscal years A-2, D-4
		Pay input forms	2 fiscal years
	Payroll time summaries, controls and deduction authorizations		6 fiscal years A-2, D-4
	Pension	Locally engaged employees	Destroy at age 70 or 2 years after death provided 2 years have elapsed since the last administrative action on the file
Petty Cash Postage Accounts	Refund	Individual	Destroy at age 70 or 2 years after death provided 2 years have elapsed since the last administrative action on file
	Salary warrants		6 fiscal years A-2, D-4
	Statements	Annuitants earnings records	2 fiscal years
		Cash gratuity	6 fiscal years A-2, D-4
		Salaries	6 fiscal years A-2, D-4
			2 fiscal years
	General	Including bulk payment system	
		Policy Routine	6 years A-2, D-4 2 years
Receipts	Ledgers and registers	Daily records and advance accounts	1 fiscal year
	General	For goods and services received, letters of acknowledgement, lists, routine individual receipts, etc.	1 fiscal year
Refunds (See Accounts Payable – Vouchers and Accounts Receivable – Credit Notes and Accounts Receivable – Ledgers)			
Registers (See Ledgers and Registers and by the subject group)			

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 4 – FINANCE

Subject Group	Subject	Description	Retention Period and Remarks
Regulations and Orders	General	Policy Routine Individual payments	6 years A-2, D-4 2 years 6 fiscal years A-2, D-4
Revenue (See Accounts Receivable)			
Signing Authority	General	Policy Routine Lists and signatures cards	6 years A-2, D-4 2 years When superseded
Statements, Summaries, Reports and Statistics	Accounting miscellaneous	Not otherwise provided for herein – Daily, monthly, quarterly, Yearly Published in the Public Accounts	1 fiscal year 6 fiscal years A-2, D-4 2 fiscal years
	Accounts payable and receivable (expenditures and revenues)	Listings by vote, primary, sub-allotment, financial encumbrance, or establishment; Monthly Yearly	3 fiscal years 6 fiscal years A-2, D-4
	Bank see Banks		
	Pay see Pay		
Taxes	Federal, provincial municipal, other than income tax	Amusement, property, sales taxes, etc. Policy Routine	6 years A-2, D-4 2 years
	Individual accounts see Accounts Payable and Accounts Receivable		
Travel	General	Allocations, expenditures, etc. Policy Routine	6 years A-2, D-4 2 years
	Expense claims Individual	Advances, requisitions, warrants, etc. re. mileage, relocation, travel, etc.	6 fiscal years A-2, D-4
	Ledgers and registers	Travel advance	6 fiscal years A-2, D-4
Vouchers	Accounts payable see Accounts Payable Accounts Receivable see Accounts Receivable Bank see Banks Cheque see under Cheques – Abstracts – Vouchers	Interdepartment settlement advice Journal and journal registers Security deposit release forms Stores issue	6 fiscal years 6 fiscal years A-2, D-4 1 fiscal year 2 fiscal years

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 5 – PERSONNEL

Schedule 5 provides for the disposition of administrative records generated by government institutions while administering responsibilities related to personnel management in the federal Public Service. In general these records include such subject areas as personnel records, appeals and investigations, appointments, discipline, health and safety, hours of work and leave, human resource planning, official languages, staffing and working conditions. The retention requirements for individual pay records are stated in Schedule 4 – Finance.

This schedule deals with the official Employee Personnel Record used by the Personnel Branch of government institutions and not with duplicate records retained by other branches, divisions, etc., for current reference convenience. Where such duplicates exist, they may be destroyed without any specific authority (as noted in the Introduction) as soon as the requirement for them ceases.

The Public Service Commission and the Treasury Board have primary authority in the field of personnel management. In this field too, other central and common service agencies have been assigned major responsibilities. This schedule does not include the records of these institutions.

This schedule can also apply to the service and employment related records for members of the Canadian Forces and the Royal Canadian Mounted Police.

Schedule 5 – PERSONNEL

Subject Group	Subject	Description	Retention Period and Remarks
General		Miscellaneous and routine matters not covered in this schedule	
		Policy	5 years A-2, D-3
		Routine	2 years
Accidents and Injuries (See Health and Safety)			
Accreditations and Credentials		Policy	5 years A-2, D-3
		Routine	2 years
Affirmative Action	Equal employment opportunities programs	Matters dealing with individuals of under-represented groups	
		Policy	5 years A-2, D-3
		Routine	2 years
		Reports and statistics	3 years
Allowances (See Finance Schedule 4)			
Appeals (See Staff Relations)			
Appointments	Acting, permanent and term	Policy	5 years A-2, D-3
		Routine	2 years
	Honorary	Policy	5 years A-2, D-3
		Routine	2 years
			Before disposal consult the Public Archives of Canada
Attendance and Punctuality		Policy	5 years A-2, D-3
		Routine	2 years
		Registers, reports, etc.	2 years after fiscal year expires
Bilingualism (See Official Languages)			
Classification	Challenges, conversion, audits and post audits, position analysis schedules, holding positions, delegation authority, etc.	Policy	5 years A-2, D-3
		Routine	2 years
		Position files	1 year after superseded or obsolete
Collective Bargaining (See Staff Relations)			
Competitions and Examinations		Policy	5 years A-2, D-3
		Routine	2 years
		Boards	2 years following expiry of the eligible list for a staffing action or last administrative use, whichever is later
	Recruiting see Employment and Staffing		
Discipline (See Staff Relations Discipline)			

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 5 – PERSONNEL

Subject Group	Subject	Description	Retention Period and Remarks
Employee Assistance	General	Administration of the program Policy Routine Individual cases	5 years A-2, D-3 2 years 2 years after the date of most recent reference to employee assistance
Employment and Staffing (See also Competitions and Examinations)	General	Policy Routine	5 years A-2, D-3 2 years
	Advertising of job openings		1 year
	Applications		2 years
	Programs	Co-operative programs with universities, colleges, etc., work experience, winter works, etc.	
		Policy Routine	5 years A-2, D-3 2 years
	Recruitment	Policy Routine	5 years A-2, D-3 2 years
Establishment		Policy Routine	5 years A-2, D-3 2 years
Exchanges, Loans, Secondments and Attachments		Branch, Division, etc.	3 fiscal years 3 years after loan or exchange of personnel ceases
Grievances (See Staff Relations)			
Health and Safety	General	Records concerning the administration of health and safety programs and arrangements for medical services Policy Routine	5 years A-2, D-3 2 years
	Accidents and occupational injuries and illnesses	Reports and correspondence related to compensation, injury-on-duty, etc.	Other institutions 10 years providing Labour Canada or Health and Welfare Canada have original or copies of pertinent documents
	First aid treatment		5 years A-2, D-3
Health and Safety	Inspection, investigation and testing reports	Regarding elevating devices, dangerous substances, confined spaces, protection equipment, hazardous occurrences, meetings and drills for emergency evacuation plans Airborne chemical agents Materiel handling equipment Motor vehicle operators' daily record reports (where required) Boilers, pressure vessels, piping systems	2 years after signing submission or test 3 years after testing 1 year after report signed 1 year after being received 10 years after inspection

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 5 – PERSONNEL

Subject Group	Subject	Description	Retention Period and Remarks
Health and Safety (cont'd)		Hazardous occurrences involving damage to boilers, pressure vessels, piping systems and elevating devices, rendering them unserviceable	10 years after occurrence
	Safety training and instruction	Regarding dangerous substances For emergency wardens	2 years after requirement ceases 2 years after training
Honours and Awards (See also Incentive Award Programs)	Decorations, medals, investiture and outstanding achievement	Policy Routine	5 years A-2, D-3 2 years
		Individual awards	3 years Before disposal consult the Public Archives of Canada
Hours of Work and Overtime	General	Overtime authorization, reports of overtime performed, flexible hours, time off, etc.	
		Policy Routine	3 years 2 years
Human Resource Planning	Allocation, control, planning requirements and utilization	Policy Routine	5 years A-2, D-3 2 years
		Career management	
		Career assignment programs, administrative trainees, executive, etc.	
		Policy Routine	5 years A-2, D-3 2 years
	Inventories	Matters dealing with individuals to be placed on the individual personnel file	
		Personnel inventory system, Management Resource Information System (MRIS), etc.	
		Policy Routine	5 years A-2, D-3 2 years
		Individual positions	Until superseded or obsolete
	Performance reviews and employee appraisals	Appraisals and reviews, evaluations, probationary and notice periods	
		Policy Routine	5 years A-2, D-3 2 years
		Individual appraisals	10 years for employees in MRIS system 3 years for all other employees
			3 years
Incentive Award Program	Reports and statistics		
	Suggestion, Merit and Long Service Awards	Administration of the Incentive Award Plan	
		Policy Routine	5 years A-2, D-3 2 years

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 5 – PERSONNEL

Subject Group	Subject	Description	Retention Period and Remarks
Incentive Award Program (cont'd)		Individual awards funded by the institution	6 years A-2, D-4 Files affecting precedence must be transferred to the Public Archives of Canada upon expiry of the retention period
		Rejected suggestions and nominations	2 years after last administrative action
		Responses from institutions not directly responsible for funding	2 years after last administrative action
Income Tax	General	Policy Routine	5 years A-2, D-3 2 years
		Statements of personal exemptions and deductions, TD1s	2 years
Inquiry		Letters of	2 years
Insurance	Personal	For public servants, members of the Royal Canadian Mounted Police, and the Canadian Forces, including death benefit, hospital, life, medical, social security and other insurance	
		Policy Routine	5 years A-2, D-3 1 year
	Unemployment	Policy Routine	5 years A-2, D-3 1 year
Leave and Holidays	Annual, casual, furlough, maternity, overtime, retiring, sick, special and other types of leave	Policy Routine	5 years 1 year
		Leave forms	2 years after fiscal year expires
		LEAVE APPLICATION FORMS SHOULD NOT BE FILED ON EMPLOYEE PERSONNEL FILES	
	Celebrations and holidays	Government observance of	1 year
Oath of Allegiance and Office		Policy Routine	5 years A-2, D-3 2 years
Official Languages	General	Administration, policy guidelines, plans, etc.	
		Policy Routine	5 years A-2, D-3 2 years
		Position files	1 year after superseded or obsolete
		Language examination exemption and training records to be placed on Employee Personnel file	

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 5 – PERSONNEL

Subject Group	Subject	Description	Retention Period and Remarks
Official Languages (cont'd)			Information concerning course enrollment, attendance, applications, qualifications, etc. Destroy 2 years after date of last documentation
Passports and Visas	Language training see Training and Development	Routine correspondence, applications, etc.	2 years
Personnel Files		Employees	Destroy at age 70 or 2 years after death provided 2 years have elapsed since the last administrative action on the file Records are retained by the employing institution for the duration of employment plus one year and then transferred to the control of the PAC
Promotions and Reclassifications	General	Policy Routine	5 years A-2, D-3 2 years
Recruitment (See Employment and Staffing)	Personnel		When superseded or obsolete
Regulations and Directives			3 years
Reports and Statistics			
Retirements and Separations		Including dismissals, lay-offs, resignations, retirements, etc. Policy Routine	5 years A-2, D-3 2 years
Salaries and Wages (See also Finance Schedule 4)	Pay	Matters dealing with individuals to be placed on the Employee Personnel file General salary matters, including: salary warrants, staff pay deductions, pay input forms, statutory increases and revisions, acting or responsibility pay, pay stoppages, garnishment, etc. Policy Routine Individual cases Actual certificates, warrants, etc. see Finance Schedule 4 – Pay	2 years after expiry of fiscal year or last use for an administrative purpose, whichever is later

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 5 – PERSONNEL

Subject Group	Subject	Description	Retention Period and Remarks
Salaries and Wages (cont'd)		Earnings records cards see Finance Schedule 4 Paylists see Finance Schedule 4 Rates of pay, statements of hours worked, etc.	
	Casuals and seasonals	Policy Routine	5 years A-2, D-3 2 years
Scholarships, Fellowships, Bursaries, etc.		Policy Routine	5 years A-2, D-3 2 years
Selection Standards		Routine	2 years
Sports and Recreation			2 years
Staff Relations	General	Employee-management relations and services; designated employees, strikes and work stoppages Policy Routine	5 years A-2, D-3 2 years
	Adjudication	Administration of grievance adjudication established under the Public Services Staff Relations Act; Public Services Staff Relations Board decisions; arbitration tribunals relating to leave, discharge, dismissal, rates of pay, shift work, overtime, etc.	
		Policy Routine	For institutions other than Treasury Board, Public Service Staff Relations Board and Public Service Commission 5 years A-2, D-3 2 years
		Individual cases	3 years after decision made or case withdrawn Before disposal consult the Public Archives of Canada
	Anti-Discrimination complaints	Individual cases	2 years after last use for an administrative purpose
	Appeals and grievances	Policies, methods and procedures for handling appeals, complaints and grievances of employees Policy Routine	5 years A-2, D-3 2 years
		Individual cases	3 years after appeal or grievance
	Collective agreements	Guidelines, interpretations; agreements by category Policy Routine	5 years A-2, D-3 2 years
		Individual agreements	1 year after expiry of agreement

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 5 – PERSONNEL

Subject Group	Subject	Description	Retention Period and Remarks
Staff Relations (cont'd)	Conflict of interest	Guidelines, disclosures, investigations, etc. Policy Routine	5 years A-2, D-3 2 years
		Individual cases	Retained by employing institution for duration of employment plus 2 years after which the records are destroyed
	Discipline	Misconduct, intoxication, misuse of government property, etc. Policy Routine	5 years A-2, D-3 2 years
		Individual cases, including documentation related to disciplinary action	Destroy after 2 years have elapsed since the disciplinary action was taken provided that no further disciplinary action has been recorded during this period OR Time limit as stated in any applicable agreement
	Managerial and confidential exclusions	Casual, part time, managerial and confidential exclusions from collective bargaining agreements, etc. Policy Routine	5 years A-2, D-3 2 years
	Personal harassment	Matters dealing with complaints of personal harassment Policy Routine	5 years A-2, D-3 2 years
Studies, Surveys and Systems	Union relations	Individual cases	2 years following the date of most recent administrative activity
		Use of employer's facilities, union dues, etc. Policy Routine	5 years A-2, D-3 2 years
	Personnel management surveys, studies and systems	Policy Routine	5 years A-2, D-3 2 years
		Individual studies	3 years after study has ceased or has been implemented Before disposal consult the Public Archives of Canada

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

Schedule 5 – PERSONNEL

Subject Group	Subject	Description	Retention Period and Remarks
Superannuation		Policy Routine	5 years A-2, D-3 2 years
Training and Development	General	Matters dealing with individuals to be placed on the Employee Personnel file Administration of training functions and activities, training schedules, directives, plans, rotational training, orientation, etc.	
	Courses	Policy Routine Training courses in-house and outside, reports, etc.	5 years A-2, D-3 2 years
	Language	Policy Routine Language training and training courses, nominations for language training, language knowledge assessment, testing and examinations, etc.	5 years A-2, D-3 2 years
Transfers and Postings		Policy Routine	5 years A-2, D-3 2 years
		Policy Routine	5 years A-2, D-3 2 years
		Matters dealing with individuals to be placed on the Employee Personnel file	
Working Conditions		Sanitation, heating, lighting, etc.	2 years

All policy records as defined in paragraph B3 of the Introduction must be referred to the Public Archives of Canada.

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Note: AP means Accounts Payable; AR means Accounts Receivable.

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Relations-Manageial	5	Ledgers	4		
- Federal-Provincial-		- Living-See Pay-Lists-			
Municipal-General	1	(a) Classified	4		
- Financial	4	- Mileage-Use Travel-			
- Financial	4	Expense Claims	4		
- Standing Offer	3	- Travel-Use Travel-Expense			
		Claims	4		

ASSIGNMENTS:	
– Career-See Human Resource Planning-Career	5
ASSOCIATIONS:	1
ATTACHMENTS: See Exchanges	5
ATTENDANCE:	
– General	5
– Collective Agreements-See Staff Relations-Collective Agreements	5
– Official Languages	5
ATTORNEY, POWER OF: See Legal Matters	1
AUDIO-VISUALS:	
– Equipment – Procurement of	3
AUDIT(S)(ING):	
– General	4
– Classification-See Classification	5
– Reports	4
AUTHORITY(IES):	
– Delegation of Classification-See Classification	5
– Delegation of Staffing-See Employment and Staffing	5
– Disposal and Scheduling-See Records Management	1
– Signing-Correspondence-See Correspondence Management ..	1
– Financial-See Signing	4
AUTHORIZATION(S):	
– Deductions-See Pay-Payroll	4
– Annuitants-See Pay-Lists	4
AUTOMATIC DATA PROCESSING:	
– General-See Electronic Data Processing	1
– Equipment – Procurement of	3
AUTOMATION:	
– Equipment – Procurement of	3
– Records Management	1
– Services-See Electronic Data Processing	1
AUTOMOBILES:	
– General-Use Vehicles	3
– Accidents-See Accidents	1
– Licences-See Vehicles-Registration	3
– Parking Areas-See Lands	2
– Permits-See Licences	1
AVALANCHES: See Emergency Planning Disasters	1
AVIATION SUPPLIES:	3
AWARDS:	
– General-See Honours	5
– Decorations-See Honours	5
– Incentive-See Incentive Award ..	5
– Long Service-See Incentive Award	5
– Medal-See Honours	5
– Merit-See Incentive Award	5
– Suggestions-See Incentive Award	5

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BADGES:	
– General	1
– Procurement- Purchase- Issue ..	3
BAGGAGE: See Transportation	1
BALANCE(S):	
– Indian Land Sales Sheets-Use Ledgers-Indian	4
– Superannuation-See Pay-Accounts	4
BALLOTS: See Politics	1
BANK(S)(ING):	
– General	4
– Cheque(s)-Imprest Accounts-See Cheques-Bank	4
– Lists of Deposited-See Cheques-Lists	4
– Statements-See Cheques-Bank	4
– Deposit Slips-See Banks-Vouchers	4
– Exchange Rate Sheets	4
– Imprest Accounts-See Cheques-Bank	4
– Statements-See Banks-Statements	4
– Payments to-Use AP-Vouchers	4
– Receipts-See Banks-Vouchers	4
– Statements	4
– Transfers of Funds-See Banks-Vouchers	4
– Vouchers	4
BARGAINING: See Staff Relations	5
BARGES: See Equipment-Ships-Large	3
BED(S)(ING): See Furniture	3
BENEFITS:	
– Annuitants-See Pay-Lists	4
– Collective Agreements – See Staff Relations-Collective Agreements	5
– Death-See Insurance	5
– Payments-See Pay-Death	5
– Veterans' – See Ledgers-Specific	4
BICULTURALISM: Use Cultures and Customs	5
BILINGUALISM: See Official Languages	5
BILLS:	
– Accounts-See AP-Vouchers and AR-Vouchers	4
– Bill Lading-See AP-Vouchers	4
– Legislation-See Acts	1
– Treasury-See Ledgers-Specific ..	4
BINDERS:	
– Machine Run-Use Statements-AP & AR	4
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BIOGRAPHIES: See Information Services	1
BLASTS: See Building-Protection ..	2
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– Cash-See Cash Accounting-Ledgers	4
BOARDS:	
– Committees-See Committees	1
– Competitions-See Competitions ..	5
– Inquiry-See Boards of	1
– Personnel-Use Competitions	5
– and Discipline	5
BOATS: See Ships	3
BOND(S)(ING):	
– Canada Savings-See Campaigns	1
– Pledges-See Pay	4
– Employees	4
BOOKS:	
– General	1
– Cash-General-See Cash Accounting-Ledgers	4
– Attachments-Use Cash Accounting-Ledgers	4
– Ledgers-See Cash Accounting	4
– Information Services-See Books	1
– Library-See Library Services	1
– Revenue-Use Cash Accounting-Ledgers	4
– Ships-Use Ships	3
– Vehicle Log-See Vehicles	3
– Wharfage-See Cash Accounting-Ledgers	4
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BREACHES: See Security	1
BRIEFINGS:	1
BROADCASTS:	
– Advertising-See Information Services	1
– Radio-See Information Services ..	1
– Television-See Information Services-Radio	1
BROCHURES: See Corporations	1
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BUILDINGS:	
– General	2
– Accommodation	2
– Acquisition	2
– Addresses	2
– Alterations	2
– Construction	2
– Contracts-Use Buildings-Construction	2
– Damages	2
– Directories-Use Addresses	2
– Disposal	2

BUILDINGS (cont'd):	
- Elevator Services	1
- Fires-General	2
- Protection-See Fires	2
- Legal Documents	2
- Locations-See Addresses	2
- Maintenance	2
- Materials-See Buildings	3
- Passes-See Security	2
- Plans	2
- Protection-General	2
- Fires-See Fires	2
- Repairs-See Alterations	2
- Security-See Security-Physical	1
- Storage	2
- Space-See Accommodation	2
- Specifications-See Plans	2
BURSARIES: See Scholarships	5

C Schedule

CABINET(S):	
- Directives-See Acts	1
- Filing-See Furniture	3
CAFETERIAS	1
CALCULATORS: See Office Equipment	3
CAMERAS: See Microfilming and Photographic	3
CAMPAIGNS:	
- General	1
- Advertising-See Employment	5
- Canada Savings Bonds-See Campaigns	1
- Pledges-See Pay	4
- Charitable	1
- United Way-See Campaigns-Charitable	1
CANADA SAVINGS BONDS:	
- General-See Campaigns	1
- Pledges-See Pay	4
CANADIAN PENSION COMMISSION:	
- Ledgers-See Ledgers-Specific	4
CANCELLED CHEQUES:	
- Lists-General-See Cheques-Lists	4
- Lists-Returned-See Cheques-List-Returned-Subsequently Cancelled	4
CANOES: See Ships-Small	3
CANTEENS: Use Cafeterias	1
CANVASSING: See Campaigns	1
CARDS	
- Address-See Stationery	3
- Annuitants Pay Ledger-See Pay Cards	4
- Earnings Records-Financial-See Pay-Cards	4
- Greeting-See Appreciation	1
- Identification-See Security	1
- Imprest Bank-Use AP-Ledgers	4

CARDS (cont'd):	
- Inventory-Use Equipment-Accounting	3
- Pension Ledger-Use Ledgers-CPC	4
- Property Record-See Accounting	2
CAREER MANAGEMENT: See Human Resource Planning	5
CARS: Use Vehicles	3
CASH:	
- Accounting	4
- Blotters-See Cash Accounting-Ledgers	4
- Books-See Cash Accounting-Ledgers	4
- Attachments-Use Cash Accounting-Ledgers	4
- Revenue-Use Cash Accounting-Ledgers	4
- Control Records-See Cash Accounting-Ledgers	4
- Gratuity Statements-See Pay-Statements	4
- Petty-See Petty Cash	4
- Sheets-Use Cash Accounting-Ledgers	4
- Summaries Receipts Registers-See Cash Accounting-Ledgers	4
CASUAL:	
- Earnings Records Cards-Financial and Personnel-See Pay Cards	4
- Employment-See Employment	5
- Exclusions-See Staff Relations-Managerial	5
- Leave-See Leave	5
- Pay-Financial-See Pay-Cards-Lists	4
- Personnel-See Salaries and Wages	5
CATALOGUING:	
- Equipment	3
- Library-See Library	1
CATERING: See Cafeterias	1
CELEBRATIONS:	
- General-See Ceremonies	1
- Government Observance-See Leave	5
- Holiday Greetings-Use Appreciation	1
CEREMONIES	1
CERTIFICATES:	
- Mail Contractors-Use Contracts-Agreements	4
- Personnel-See Salaries	5
CHAIRS: See Furniture	3
CHALLENGES:	
- Classification-See Classification	5
CHANNELS OF COMMUNICATION: See Correspondence Management	1
CHARITY: See Campaigns	1

CHARTS	
- Flow-See Management Services	
- Organization-Use Organization	
- Procedural-Use Management Services	
CHEQUES:	
- General	4
- Abstracts	4
- Actual Paid	4
- Bank Deposited-See Cheques-Lists	4
- Cancelled-See Cheques-Lists	4
- Cashed-See Cheques-Actual Paid	4
- Election Warrants	4
- Imprest-Use Banks-Statements	4
- Issue-Analysis-Use Statements-Accounting Miscellaneous	4
- Recapitulation-Use Cheques Lists	4
- Requisitions-See AP-Vouchers	4
- Special-Use Cheques-Lists	4
- Lists-General	4
- Cancelled	4
- Daily Runs-Use Cheques-Lists	4
- Deposited	4
- Pay-Financial-See Pay-Lists	4
- Personnel-See Pay-Lists	4
- Returned	4
- Superannuation-See Pay-Lists	4
- Unclaimed-Use Cheques-Lists Returned-Cancelled	4
- Lost	4
- Pay-Financial-See Pay-Lists	4
- Personnel-See Pay-Lists	4
- Receipts	4
- Registers	4
- Requisitions-See AP-Vouchers	4
- Returned-Lists-See Cheques-Lists	4
- Undeliverable	4
- Runs-Daily-Use Cheques-Lists	4
- IBM Source-Use Statements-AP & AR	4
- O Summary-Use Cheques-Lists	4
- Transcripts	4
- Unclaimed-Lists-Use Cheques-Lists-Returned Cancelled	4
- Unclaimed-Undeliverable-Use Cheques Returned	4
- Undeliverable-See Cheques-Returned	4
- Vouchers-Returned	4
- Warrants-Election-See Cheques-Election	4
CHESTERFIELDS: See Furniture	3
CIPHERS: See Communications-Codes	1
CIRCULARS	1
CITATIONS: Use Honours	5

CIVIL:		COMMISSIONS:		CONGRATULATIONS: See	
- Aid to Civil Power-See Emergency Planning-Demonstrations	1	- General-Use Committees	1	Appreciation	1
- Defence-See Emergency Planning	1	- International-See International ...	1	CONSOLIDATED FUND LEDGER: Use	
CLAIMS:		- Investigations-Use	1	Ledgers-General	4
- General	4	- Of Office-See Legal Matters	1	CONSTRUCTION:	
- Accident	1	- Royal- See Parliament	1	- General-See Buildings-Construction	2
- Against the Crown	4	COMMITMENT:		- Arrangements-See Buildings-Construction	2
- Agents-Use AP-Vouchers	4	- Allotment-Use Allotments-Ledgers	1	- Consultant Services-See Buildings-Construction	2
- By the Crown	4	COMMITTEES:	1	- Contracts-Use Buildings-Construction	2
- Damage-Use AP-Vouchers	4	COMMODITIES: See Standing Offer		Plans-See Buildings-Plans	2
- Paid-Use AP-Vouchers	4	Agreements	3	- Specifications-See Buildings-Plans	2
- Progress-See AP-Vouchers	4	COMMUNICATIONS:		- Tenders-See Buildings-Construction	2
- Relocation-See AP-Vouchers and Travel-Expense Claims	4	- General	1	- Utilities-See Utilities	2
- Travel-See AP-Vouchers and Travel-Expense Claims	4	- Channels of-See Correspondence Management	1	CONSULTANTS:	
CLASSIFICATION:		- Installations-See Utilities	2	- Construction	2
- Expenditures-Use Statements-Accounting Miscellaneous	4	- Security-See Security	1	- Employment-Use Employment ...	5
- Personnel	5	COMMUNITY CHEST: Use Campaigns-Charitable	1	- Fees-See Fees	4
- Reclassification-See Promotions	5	COMPANIES:		CONTINGENT ACCOUNTS:	
- Security-Use Security	1	- General-See Corporations	1	Use AP-Vouchers	4
CLASSIFIED EMPLOYEES:		- Accounts-Use Accounts Payable	4	CONTRACT(S):	
- Earnings Records-Financial-See Pay-Cards	4	- Contracts-Use Contracts	4	- General	4
- Personnel-See Pay Cards	4	COMPENSATION: See Health and Safety-Accidents	5	- Accounts-See AP-Vouchers and Contracts	4
- Employment-Use Employment ...	4	COMPETITIONS:	5	- Building-Use Buildings-Construction	2
- Paylists-Financial-See Pay-Lists ..	4	COMPILATION:		- Demands-See Equipment-Procurement	3
- Personnel-See Pay-Lists	4	- Book-See Books	1	- Equipment-See Equipment-Procurement	3
CLEANING:		COMPLAINTS:		- Ledgers-See Contracts-Ledgers	4
- Of Clothing-See Clothing	3	- General	1	- Sheets-Use Contracts-Ledgers	4
- Services-See Building Maintenance	2	- Personnel-See Staff Relations-Appeals-Anti-Discrimination	5	CONTRACTORS:	
CLEARANCES: See Security	1	COMPUTERS: See Electronic Data Processing	1	- Buildings-See Buildings-Construction	2
CLIPPINGS: See Information Services-Press	1	- Procurement of	3	- Deposits, Open Accounts-Use Ledgers-Open Accounts ...	4
CLOTHING:	3	CONCESSIONS:		- Soil Certificates-Use Contracts-Agreements	4
CLUBS: See Associations	1	- Accounts-See AR-Vouchers	4	- Standing Offer Agreements-See Standing Offer Agreements	3
COATS OF ARMS:		- Buildings-See Buildings-Legal ...	2	CONTRIBUTIONS:	
- General-See Badges	1	- Lands-See Lands-Legal and Lettings	2	- General-See Grants and Contributions	4
- Procurement, Purchases, Issue-Use Badges, Emblems	3	CONDEMNATION:	3	CONTROL(S):	
CODE(S)(ING):		CONDITIONS:		- Allotments-Use Allotments-Ledgers	4
- Communications-See Communications	1	- Terms of Employment-Use Staff Relations-Collective Agreements	5	- Cash Records-See Cash-Accounting-Ledgers	4
- Financial-See Coding	4	- Working	5	- Central Control Ledgers-See Ledgers	4
COLLECTIVE:		CONDOLENCES: See Appreciation	1	- Flood-See Emergency Planning Disasters	4
- Agreements-See Staff Relations ..	5	CONFERENCES: See Committees ..	1	- Flood-Buildings-See Buildings-Protection	2
- Bargaining-See Staff Relations ...	5	CONFIDENTIAL:		- Manpower-See Human Resource Planning-General	5
COLLEGES:		- Exclusions-See Staff Relations-Managerial	5		
- Co-operative Programs-See Employment	5	CONFIRMATION:			
COLLISIONS: Use Accidents	1	- Hotel Reservations-See Transportation	1		
COMMERCIAL FIRMS:		CONFLICT OF INTEREST. See Staff Relations	5		
- General-Use Corporation	1				
- Accounts-See Accounts Payable	4				
- Contracts-Use Contracts	4				

CONTROL(S) (cont'd):	
– Payment-Use	
– Allotments-Ledgers	4
– Payroll-See Pay-Payroll	4
CONVERSION	
– Classification-See	
– Classification	5
CO-OPERATION AND LIAISONS:	1
CO-OPERATIVE PROGRAMS: See	
– Employment-Programs	5
COPYRIGHTS: See Inventions	1
CORNERSTONES:	
– Laying of-See Ceremonies	1
CORPORATIONS:	
– General	1
– Accounts-Use Accounts	
– Payable	4
– Contracts-Use Contracts	4
CORRESPONDENCE	
– MANAGEMENT:	1
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COURTS OF INQUIRY:	
– General-See Boards of	1
– Discipline	5
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– Accreditations	5
CREDIT(S):	
– Advances-See AP-Vouchers	4
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CRESTS:	
– General-See Badges	1
– Procurement, Purchase, Issue-	
– See Badges	3
CRIMINAL INVESTIGATIONS:	
– Boards of Inquiry	1
– Investigations	1
CULTURES	1
CUSTOMS:	
– General-See Cultures	1
– Excise-See Duties	4
CYPHERS: See Communications-	
– Codes	1

D **Schedule**

DAILY ROUTINE ORDERS: Use	
– Circulars	1
DAMAGE:	
– Buildings-See Buildings-	
– Damage	2
– Claims-Use AP-Vouchers	
– and Claims	4
– To Public Property-See	
– Accidents	1
DATA PROCESSING: See	
– Electronic Data Processing	1

DEATH BENEFIT:	
– Insurance-See Insurance	5
– Payment-See Accounts Payable	
– Vouchers	4
DEBTS: See Claims	4
DECISIONS:	
– Adjudication-See Staff	
– Relations	5
– Legal-See Legal Matters	1
DECLARATIONS:	
– Statutory re. Cheques-See	
– Cheques-Lost	4
DECORATING: See Building-	
– Maintenance	2
DECORATIONS: See Honours	5
DEDUCTIONS:	
– General (Personnel)-See	
– Salaries	5
– Annuitants-See Pay-Files	
– and-Lists	4
– Paylists-See Pay-Lists	4
– Payroll Authorizations-See Pay	4
– RCMP Authorization Forms-	
– See Pay-Allowances	4
– Remittance Lists-See Pay Lists	4
DEFINITIONS:	
– Active Records	Introduction
– Administrative	
– Records	Introduction
– Dormant Records	Introduction
– Paper Records	Introduction
– Personal Information	Introduction
– Policy Records	Introduction
– Records	Introduction
– Records Schedules	Introduction
DELEGATION AUTHORITY:	
– Classification-See	
– Classification	5
– Staffing-Use Employment	5
DEMONSTRATIONS:	
– General-See Emergency	
– Planning	1
– Exhibits-Use Information	
– Services	1
DENTAL SERVICES: See Health	5
DEPARTMENTAL:	
– Circulars-See Circulars	1
– Inventories-Use Accounting	3
– Investigations-Use	
– Investigations	1
– Speeches-See Information	
– Services-Lectures	1
DEPENDANTS:	
– Evacuation-See Emergency	
– Planning	1
DEPOSIT(S):	
– Bank Slips-See Banks-	
– Vouchers	4
– Cheques-Lists Deposited-See	
– Cheques	4
– Contractor Open Accounts-Use	
– Ledgers-Open Accounts	4

DEPOSIT(S) (cont'd):	
– Security-See Vouchers	4
– Ledgers-See Ledgers-	
– Specific	4
DESIGN:	
– Buildings-Use Buildings-Plans	2
– Forms-See Forms Management	1
DESIGNATED EMPLOYEES: See Staff	
– Relations-General	5
DESIGNATIONS:	
– Bilingual Positions-See	
– Official Languages	5
DESTRUCTION:	
– Equipment-See Disposal	3
– Records-Use	
– Records Management	1
DEVELOPMENT:	
– Land-See Lands-Development	2
– Training-See Training and Human	
– Resource Planning-Career	5
DIGNITARIES: See Visits	1
DIRECTIVES:	
– Cabinet-See Acts	1
– Departmental-See Circulars	1
– Personnel-See Regulations and	
– Training	5
DISASTERS: See	
– Emergency Planning	1
DISBURSEMENT: See Accounts and	
– Accounting	4
DISCIPLINE:	
– Staff-See Staff Relations	5
DISKS: See-Electronic Data	
– Processing	3
DISMISSALS: See Retirements and	
– Staff Relations-Adjudication	5
DISPLAYS: Use Information	
– Services-Exhibits	1
DISPOSAL:	
– Buildings-See Buildings	2
– Equipment	3
– Files-See Records	
– Management	1
– Personnel-See	5
– Garbage-See Utilities	2
– Lands-See Lands	2
– Records-See	
– Records Management	1
– Ships-Use Ships	3
– Vehicles-Use Vehicles	3
DISTRIBUTION: See Books	1
DITCHING: See Lands	2
DOCUMENT(S)(ATION):	
– Assigned Pay-See Pay	4
– Legal-See Building or Lands	2
– Vouchers-Use AP-Vouchers	4
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DORMANT RECORDS: .. Introduction	
DOUKHOBORS: See Cultures	1

DRAFTING SERVICES: See Office Services	1
DRAINAGE: See Lands-Ditching	2
DRAPES: See Furniture	3
DRAWBACK(S): - and Refund Ledgers-Ser AR-Ledgers	4
DRAWINGS: - Buildings-Use Buildings-Plans	2
- Equipment	3
DRESS: See Clothing	3
DRILLS: - Fire-Ser Buildings-Fires	2
DRUGS: See Medical Supplies	3
DRUMS: See-Electronic Data Processing	3
DRY DOCKS: See Ships-Ocean	3
DUES: - Harbour-Ser Ledgers-Specific	4
DUPLICATION(ING): - Equipment-Purchase and Rental	3
- Records	Introduction
- Services-Ser Office Services	1
DUTIES: - Personnel-Use Classification	5
- Tariffs-Ser Duties	4

E **Schedule**

EARNINGS: - Financial-Ser Pay-Cards and Lists	4
- Personnel-Ser Pay-Cards, Lists and Salaries	4
EASEMENTS: See Lands-Lettings	2
EATING FACILITIES: See Cafeterias	1
EDITING: See Books	1
EDP: See-Electronic Data Processing	1 & 3
EDUCATION: - Allowances-Ser Allowances	4
- Equipment	3
- Tuition Fees-Use AP-Vouchers	4
EFFECTS: - Transportation-Ser Transportation	1
- Travel Expenses-Ser Travel	4
EFFICIENCY: See Human Resource Planning- Performance Appraisal	5
ELECTION(S): - Political-Ser Politics	1
- Warrants-Ser Cheques- Election	4
ELECTRICAL WORKS: Use Utilities	2

ELECTRICITY - Accounts-Use AP-Utilities	4
- Installations-Ser Utilities	2
ELECTRONIC DATA PROCESSING: - General	1
- Equipment- Procurement	3
ELEVATOR SERVICES: See Buildings	2
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EMBLEMS: - General-Ser Badges	1
- Procurement and Issue-Ser Badges	3
EMERGENCIES: See Emergency Planning	1
EMERGENCY PLANNING: - General	1
- Civil Defence	1
- Demonstrations	1
- Disasters	1
- Evacuation	1
- National Survival	1
- Riots-Ser Demonstrations	1
EMPLOYEES: - General	5
- Assistance	5
- Designated-Ser Staff Relations	5
- Earnings Records-Financial- Ser Pay-Cards	4
- Earnings Records-Personnel- Ser Pay-Cards	4
- Employment	5
- Loans-Ledgers-Ser Ledgers- Specific	4
- Personnel Abroad- Use AP-Vouchers	4
- Management Relations-Ser Staff Relations-General	5
- Unions-Ser Staff Relations	5
EMPLOYERS: - Use of Facilities-Ser Staff Relations-Union Relations	5
EMPLOYMENT: - General	5
- Advertising	5
- Applications	5
- Consultants-Use Employment- General	5
- Recruitment	5
- Seasonal-Use Employment-General	5
- Sessional-Use Employment-General	5
- Terms and Conditions-Use Staff Relations-Collective Agreements	5
ENCUMBRANCES: - General	4
- Adjustments	4
- Cards-Use Encumbrances-General	4
- Individual	4
- Ledgers	4

ENCUMBRANCES (cont'd): - Listings-Ser Statements- AP & AR	4
- Runs-Use Statements-AP & AR	4
- Sub-Allotment-Ser Encumbrances	4
- Transfers	4
ENQUIRY: See Inquiry	
ENTERTAINMENT: - Allowances-Ser Allowances	4
- Funds-Use Allowances Personne	5
EQUAL EMPLOYMENT: See Affirmative Action	5
EQUIPMENT: - General	3
- Accidents-Ser Accidents	1
- Accounting	3
- Address Cards-Ser Stationery	3
- Aircraft	3
- Armament	3
- Arms	3
- Audio Visual	3
- Automation	3
- Aviation	3
- Badges	3
- Beds-Ser Furniture	3
- Building Materials	3
- Calculators-Ser Office Equipment	3
- Cameras-Ser Microfilming and Photographic	3
- Catalogues	3
- Cataloguing-Ser Labelling	3
- Chairs-Ser Furniture	3
- Clothing	3
- Condemnation-Ser Disposal	3
- Contracts-General- Ser Procurement	3
- Demands-Ser Procurement	3
- Financial-Use Contracts and AP-Vouchers	4
- Destruction-Ser Disposal	3
- Disposal	3
- Drawings	3
- Duplicating	3
- Educational	3
- Electronic Data Processing	3
- Emblems-Ser Badges	3
- Filing Cabinets-Ser Furniture	3
- Film-Ser Microfilming and Photographic	3
- Flags-Ser Badges	3
- Foods	3
- Forms	3
- Furniture/Furnishings	3
- Hand Punches-Ser Stationery	3
- Identification-Ser Cataloguing	3
- Inventories-Ser Accounting	3
- Issue-General - Voucher-Ser Vouchers- Stores	4
- Labelling	3
- Loans	3
- Maintenance	3
- Manuals-Ser Catalogues	3
- Manufacture	3

EQUIPMENT (cont'd):	
– Medical	3
– Micrographic	3
– Office Equipment	3
– Paper-See Stationery	3
– Photographic	3
– Price Lists-See Catalogues	3
– Production-See Manufacture	3
– Purchases-General-See Procurement	3
– Financial-See AP and Contracts	4
– Repairs-See Maintenance	3
– Requests	3
– Sale	3
– Security-See Furniture	3
– Physical	1
– Specifications-See Drawings	3
– Standing Offer Agreements	3
– Stationery	3
– Surplus-See Disposal	3
– Tape Recorders-See Office Equipment	3
– Technical	3
– Typewriters-See Office Equipment	3
– Vehicles	3
– Vouchers-See Vouchers-Stores	4
– Write-offs-See Disposal	3
ESKIMO LOAN LEDGERS: See Ledgers Specific	
ESPIONAGE: See Security-Subversive	
ESTABLISHMENT:	
– General	5
– Ledgers-See Ledgers-Specific	4
– Listings-See Statements-AP & AR	4
– Runs-Use Statements-AP & AR	4
– Statements-See Statements-AP & AR	4
ESTATE:	
– Indian Sheets-Use Ledgers-Indian	4
– Retirement Fund-Use Pay-Accounts	4
ESTIMATES:	
– General	4
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